

VI. **Communications.** Communications on ATSRAC matters must work through the ATSRAC management structure. Non-FAA ATSRAC participants may not contact FAA management directly about ATSRAC matters without going through the ATSRAC management structure. This section has been added to provide communication guidance.

A. **Between the FAA and ATSRAC**

(1) **Between FAA Management and ATSRAC Members.**

Communication between ATSRAC and the FAA is encouraged to go through the Executive Director. If ATSRAC members want to talk to upper-level FAA management, ATSRAC is encouraged to invite the FAA personnel to a public ATSRAC meeting. Discussion at this meeting should be for the purpose of clarification, not for a preliminary approval or disapproval of a forthcoming recommendation. Statements made at any such meetings cannot be interpreted as FAA policy.

(2) **Between the FAA Representative and ATSRAC Members.**

The FAA Representative is a full member of a working group and has a responsibility to participate in the working group actions. During this participation, the FAA Representative will interact with ATSRAC members on the working group and will impart expertise when needed to enable the working group to achieve its task. The FAA Representative does not have the authority to make blanket statements about what the FAA will or will not accept, and his or her opinion should not be construed as FAA policy.

(3) **Between Other FAA Employees and ATSRAC Members.**

Often, ATSRAC members may wish to directly contact members of the internal FAA team assigned to a certain task, or may have procedural questions. If the ATSRAC member has a question pursuant to working group activity, he or she is encouraged to first discuss the concern with the Working Group Chair, then contact the FAA Representative assigned to the working group. The FAA Representative should decide (with concurrence from FAA internal team members) whether to approach the desired person to answer the question, or to allow the ATSRAC member to directly contact the FAA employee. If the question is procedural, again, the ATSRAC member should contact his or her FAA Representative, or the designated regulations analyst.

B. **Between ATSRAC and the Working Group**

(1) **Between the ATSRAC Chair and the Working Group Chair.**

The Working Group Chair should keep the ATSRAC Chair apprised of working group progress and problems. At times, this means communication is necessary beyond the status reports given at the ATSRAC meetings. The Working Group

Chair should inform the ATSRAC Chair when FAA support is needed, when a work plan has been developed, when a concept briefing is ready to be presented to ATSRAC, and when a recommendation is forthcoming from the working group. The ATSRAC Chair should inform the Working Group Chair of discussions held at Executive Committee meetings, and any other information that is pertinent to the working group's task.

(2) **Between the ATSRAC Chair and Working Group Members.**

Working group members may approach the ATSRAC Chair at any time they feel the working group is not effectively working toward its goal. The members should first discuss any discord with the Working Group Chair; disagreement with the Working Group Chair may need to be elevated to the ATSRAC Chair for resolution. Generally, the ATSRAC Chair will communicate with working group members through the Working Group Chair. When the Working Group Chair is not involved in the discourse, he or she should be advised that the communication occurred.

C. **Between the Working Group and the FAA**

(1) **Between the Working Group Chair and the FAA**

Representative. The FAA Representative is a full working group member, and any communication between the Working Group Chair and working group members should include the FAA Representative. In addition, the Working Group Chair can request a meeting with FAA personnel through the FAA Representative. The FAA Representative will identify to the Working Group Chair the FAA personnel who have been assigned to the FAA internal team (the attorney, the economist, the regulations analyst, and any personnel from other technical offices.)

(2) **Between the FAA Representative and Other Working Group Members.** Communication between the FAA Representative and other working group members should be on a working group level. All are members of the working group, working toward a common goal, and communication should be open and honest to achieve that goal.

(3) **Between the Working Group Chair and Other FAA Personnel.** The Working Group Chair should go through the FAA Representative to disseminate information on a project or collect information/status on a project. The Working Group Chair may contact the regulations analyst directly to update information regarding meeting location and times, and to update other relevant information. FAA personnel should contact the Working Group Chair through the FAA Representative for any exchange or request of substantial information.

D. **Between the FAA Representative and FAA Management.** The FAA Representatives are encouraged to talk with their upper-level management on a subject matter to solicit management concerns and opinions without identifying specific ATSRAC concerns or proposals. An FAA Representative can ask management for opinions or positions on particular subjects. The FAA Representative can then take that information and advise ATSRAC.

E. **Between the FAR/JAR Harmonization Working Group and the JAA Study Group.** The FAR/JAR harmonization working group should keep the JAA study group apprised of progress and problems. The JAA member should inform the JAA study group when support is needed, when the work plan has been developed, when a concept briefing is ready to be presented, and when a recommendation is forthcoming.